

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Estt – Revenue (DM) Dept. – Smt. Manjula Saiba, Asst. Section Officer, – Sanction of E.O.L. for 724 days for her unauthorised absence from 11.01.2008 to 08.01.2009, from 01.02.2009 to 20.01.2010 and from 10.02.2010 to 16.02.2010 – Orders – Issued.

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Revenue (DM-IV) Department

**G.O.Rt.No. 44**

**Dated: 18.2.2011**

**Read the following:-**

1. O.O.Ms.No.326, G.A.(SU.II) Dept, dt.11.12.2007
2. O.O.Rt.No.118, G.A.(SU.II) Dept, dt.08.01.2008.
3. U.O.Note No.85/OP.I/A1/2008-1, PR&RD (OP.I) Dept, dt.11.01.2008.
4. O.O.Rt.No.121, G.A.(SU.II) Dept, dt.12.01.2009.
5. O.O.Rt.No.15, Rev(DM)Dept dt.17.01.2009.
6. U.O.Note No.3037/DM-IV/2009, Rev (DM) Dept, dt.03.03.2009.
7. O.O.Rt.No.366, G.A.(SU.II) Dept, dt. 09.02.2010.
8. O.O.Rt.No.26, Rev(DM)Dept, dt.18.02.2010.
9. Memo No.42632/DM.IV/2010, Rev(DM)Dept, dt.28.09.2010.
10. Explanation received from Smt. Manjul Saiba, A.S.O, dt.01.10.2010.

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**ORDER:**

In O.O.1<sup>st</sup> cited, orders were issued appointing Kum. Manjula Saiba, as Asst. Section Officer, in Secretariat through A.P. Public Service Commission. On reporting to duty on 5.1.2008 she was posted to PR & RD Dept vide O.O.2<sup>nd</sup> cited. Accordingly, she reported to duty in P.R & R. D Dept. on 09.01.2008 and proceeded on leave from 11.1.2008 to 11.2.2008 and also on unauthorized absence from 12.2.2008 to 08.01.2009. On reporting to duty Kum.Manjula Saiba, ASO was admitted to duty to w.e.f. 09.01.2009 in G.A.(SU.I) Dept and posted to Revenue (DM) Dept vide O.O. 4<sup>th</sup> cited and requested this dept to take necessary disciplinary action against Kum.Manjula, Saiba, ASO, under CCA rules for her unauthorized absence under intimation to G.A.(SU.II) Dept.

2. Smt..Manjula Saiba, ASO has reported to duty in this dept on 12.1.2009 and worked upto 31.1.2009 and applied E.O.L. After expiry of EOL she has not reported for duty, hence her services surrendered to G.A.(SU.II) Dept vide U.O. Note 6<sup>th</sup> cited.

3. In O.O. 7<sup>th</sup> cited, consequent on reporting to duty, in G.A.(SU.II) Dept on 21.01.2010,Smt.Manjula Saiba was reposted to Revenue (DM) Dept, and she was admitted to duty as ASO in Revenue (DM) Dept w.e.f. 17.2.2010 vide O.O.8<sup>th</sup> cited. She proceeded on leave and also on unauthorized absence in various spells as detailed below:

<u>Leave /unauthorized absence</u>	<u>Period from and to:</u>	<u>No. of days:</u>
Proceeded on leave medical grounds (Medical certificate not produced)	11.01.2008 to 11.02.2008	32 days
Unauthorised absence	12.02.2008 to 08.01.2009	331 days
EOL	1.02.2009 to 20.05.2009	109 days
Unauthorised absence	21.05.2009 to 20.01.2010	245 days
Break of service (not applied any kind of leave)	10.02.2010 to 16.02.2010	7 days
		<u>Total: 724 days</u>

(Contd.....)

From 17.02.2010, she has been continuously working as A.S.O. in Revenue (DM) Dept. In the reference 9<sup>th</sup> cited, the individual was directed to explain as to why disciplinary action should not be taken against her as per C.C.A. rules for her unauthorized absence.

4. In the reference 10<sup>th</sup> cited, Smt. Manjula Saiba, Asst. Section Officer, Revenue (DM) Dept. has submitted explanation stating that her parents are very old aged who have been suffering chronic diseases and staying in Visakhapatnam and they are not able to do their day-to-day activities. Therefore, regularly she used to travel to Visakhapatnam to look after her parents health. So, she could not travel for such a long distance frequently and unable to manage the both things i.e., looking after her parents and performing her responsibilities in office. Due to these unavoidable circumstances, she could not inform about her leave. After joining again, she has been attending duties continuously and discharging her responsibilities in Revenue (DM) Dept. Due to lot of personal problems and as this is a first job and unaware of Govt. rules and regulations she was unable to inform about her leave. She has requested to excuse her treating the lapses on her part as ignorance and she will not repeat such things in future again. Stating the above, she has requested to consider her absence treating it as E.O.L.

5. After careful examination, Smt. Manula Saiba, Asst. Section Officer, Revenue(DM)Dept, is sanctioned extraordinary leave on private affairs for the period from 11.01.2008 to 08.01.2009., 01.02.2009 to 20.01.2010 and 10.02.2010 to 16.02.2010 (i.e., total 724 days), in relaxation of Rule 23 (a) (ii) of A.P. Leave Rules, 1933, with a warning to be more careful in future.

6. This order issues with the concurrence of Fin.(FR.I) Dept vide their U.O. No.34793/783/FR.I/10, dt.23.12.2010

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

N. SIVASANKAR  
COMMISSIONER FOR DISASTER MANAGEMENT &  
E.O. SECRETARY TO GOVERNMENT

To  
Smt.Manjula Saiba, A.S.O  
Revenue (DM.II) Department  
Copy to:  
The Dy.PAO, Sectt,  
The Fin. (FR.I) Dept.  
G.A.(SU.II) Dept.

//FORWARDED BY ORDER//

SECTION OFFICER